

ARIZONA DEPARTMENT OF EDUCATION

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STATE OF ARIZONA

SCHOOL FINANCE MEMORANDUM 03-036

TO: District Superintendents, Business Managers, & Head Teachers

FROM: Maggie Singler

DATE: April 15, 2003

SUBJECT: A.R.S. 15-825.B Certificates of Educational Convenience (CEC) - Data Submission

In accordance with A.R.S. § 15-825.B, districts that have students who fit the definition of a CEC-B student may apply to their County School Office for a Certificate of Educational Convenience upon enrollment of a student. The County School Office will submit the actual certificate to the Department of Education, School Finance Unit upon approval. It is important that districts request Certificates for all students they intend to claim. With regards to A.R.S. § 15-824.F, no FY2003 appropriation is available for students that do not have a Group B disability. Additional funding will only be provided for Group B students if excess or actual costs exceed equalization as calculated per A.R.S. § 15-971.

The CEC funding for your school district is dependent on valid, complete certificate information that includes each student's SAIS ID number. To ensure accurate funding, amend the certificate(s) to include the SAIS ID number, and re-submit to School Finance. Any students reported as a CEC-B student that do not have corresponding SAIS information on the students certificate or list will be deleted as a CEC-B student and they will NOT be funded as a CEC-B student. If your district plans to claim Actual Cost funding for students attending a private school, submit a list of student name(s), enrollment date(s) and the name of the private school. A list in Excel format, of all CEC-B's received by ADE is available upon request. To request a list, contact April Rivera at (602) 542-8249 or email arivera@ade.az.gov. ***Submit all required data elements by April 30, 2003 to be eligible for funding during fiscal year 2003.***

CEC-B students must be reported through Student Detail Membership transactions (ADM) and, if applicable, Student Detail Needs transactions (SPED). Please review the requirements for both. If data have already been submitted and does not meet the following criteria, make any necessary corrections to enable accurate funding calculations.

Reporting requirements for CEC-B Students:

Average Daily Membership (40th day and 100th day counts):

SAIS submission of Membership transactions for all CEC-B students the district intends to claim is required. Special Enrollment Code field must be set to "2" to identify CEC-B students. If there are any concerns or questions about which field this relates to, please contact your SMS vendor for more information.

The reports identified below and on the next page relate to CEC-B student reporting:

ADMS71, 72 and 75 Reports are Student Detail ADM reports available through Common Logon/Student Detail Data Interchange/Download.

ADMS05-1, 45-1 and 40-01 are available on the ADE web site on each district's home page (<http://www.ade.az.gov/districts/>)

Data Collection System	Edit/Update Report	Master File Report	Aggregate Count Report
Student Detail	ADMS71 - Student Membership Report		
Student Detail	ADMS72 - Student ADM Report		
Student Detail	ADMS75 - Adjusted Student ADM		
Average Daily Membership (ADM)	ADMS 05-1	ADMS 45-1	ADMS 40-01

Special Education Census (December 1, 2002 & February 1, 2003):

SAIS submission of Special Education Census (Needs) transactions for all CEC-B students the district intends to claim is required. Special Enrollment Code field must be set to "2" to identify CEC-B students. If there are any concerns or questions about which field this relates to, please contact your SMS vendor for more information.

The reports identified below relate to CEC-B student reporting:

SPED02, 04-CECB and 16 for CEC-B are available on the ADE web site on each district's home page (<http://www.ade.az.gov/districts/>)

Data Collection System	Edit/Update Report	Master File Report	Aggregate Count Report
Special Education Census (SPED)	SPED 02	SPED 04-CEC-B	SPED 16 for CEC-B

Please review the data listed on all mentioned reports for accuracy and submit any necessary corrections to be consistent with the above-mentioned procedures. Doing this will ensure that funding will follow the student appropriately. If you need assistance with ADM or SPED reports, please contact Rose Whelihan at (602) 542-8240 or e-mail <mailto:rwhelih@ade.az.gov>.

If you have questions regarding submitted certificates for funding, please contact Maggie Singler at (602) 542-8244 or e-mail <mailto:msingle@ade.az.gov>.

cc: County School Superintendents